

TIBRS Newsletter

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TIBRS Training Slide of the Month

CLEARING AN INCIDENT

SUMMARY

If an arrest is made the incident is cleared by arrest.

If an arrest is not made, but the conditions for an Exceptional Clearance have been met, the incident is cleared exceptionally.

If neither of the above criteria are met, the incident cannot be cleared.



One of the topics we are often asked about is Clearances. There are only two ways to clear an incident in TIBRS.

One is *Cleared by Arrest*. The other is *Cleared by Exceptional Means*.

IMPORTANT REMINDER!! To enter a valid Exceptional Clearance, ALL FOUR of the following criteria must be met:

- 1) You must know the identity of at least one of the offenders.
- 2) You must have probable cause that would support the arrest of that offender.
- 3) You must know the offender's exact location.
- 4) There must be a reason outside of the agency's control that prevents the arrest of the offender.

For the list and definitions of Exceptional Clearance codes, please refer to page 9 of the Introduction to TIBRS Data Collection manual, 14th Edition.



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TIBRS Agency Audit Reports

In the October 2019 newsletter, we reviewed Unresolved Errors and Quality Control. This month, we want to review Consolidated Audit Reports, which could actually help your agency with audits.

To view the reports, log into CrimInsight, View TIBRS Reporting Site. Scroll down until you see *TIBRS Agency Audit Reports*. We'll start with Audit 1 *Admin Offense Offender*. Choose your agency and enter a date range. For category explanations, please see the TIBRS Manual, 14th ed.

Audit 1—Admin Offense Offender:

Some of the things to review (that we also review during an audit):

- **Date and time:** If the exact date time is unknown, have you entered the earliest possible date and time?
- **Offense Code:** Is the code correct? Not sure? Review the offense definitions in the manual!
- **Primary and Secondary Location Codes:** Has the correct location code been used for the primary location? For example, an assault occurred in the parking lot of Walmart. The primary location should be 18-Parking/Drop Lot/Garage. The secondary location is Department/Discount Store.
- **Hate/Bias:** Is the incident a Hate Crime? If not, enter "None". If any incident is Bias Motivated, make sure the correct Bias type is entered.
- **Weapon:** Was the correct weapon code used? For example, if a Rifle was used in an incident, 13-Rifle should be entered.
- **Drugs:** If drugs were involved, enter the Drug Type and then the Drug Origin. Example: A baggy of Methamphetamine was confiscated during a traffic stop. In this example, the Drug Type is *Methamphetamine* and the Drug Origin is *Illegally Imported*. Clandestine Lab is only used when the incident scene includes a lab being used to make or manufacture illegal drugs/narcotics.

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TIBRS Agency Audit Reports

Audit 2—Property/Drugs:

Again, choose your agency and a date range. In this report, you will see a listing of the property (damaged or stolen) or drugs associated with an incident. Check your property classifications. If you see *Pending Inventory*, check to see if the inventory has been completed and update/edit your entry. Also, if you notice an Unknown Drug or Not Reported for Drug Measure, you will want update your entry.

Audit 3—Arrestee A and B:

In both of these reports, look for any Unknown personal identifier (Age, Race, Sex, Ethnicity, and Resident Status) and update those with known identifiers.

Audit 4 - Victim:

Again, look for any Unknown personal identifier (Age, Race, Sex, Ethnicity, and Resident Status) and update those with known identifiers. Double-check your Victim to Offender Relationship code and any LEOKA entries for accuracy.

If you take just a few minutes now, it will make your future audit results much, much better!



Signing up for TIBRS Training

- TIBRS Overview & Report Writing class does not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- CrimeInsight class does not count toward initial or recertification training requirements for RACs or Alternate RACs. However, due to the many advantages of using CrimeInsight, we highly recommend that RACs and Alt. RACs attend the class if at all possible.
- Due to limited seating, TnCOP Software classes are for new users only.

If anyone is interested in scheduling to attend a class, please contact:
Abby.S.Claud@tn.gov or Zack.Frisbee@tn.gov.





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TIBRS Training Schedule

November 2019		
Tuesday, November 5 th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, November 6 th	TIBRS Review (FULL)	TBI Headquarters
Wednesday, November 13 th	Introduction to Data Collection	TBI Headquarters
Thursday, November 14 th	TnCOP Software (FULL)	TBI Headquarters
Tuesday, November 19 th	Introduction to Data Collection	Harriman, TN
Wednesday, November 20 th	TIBRS Review	Harriman, TN
Thursday, November 21 st	TIBRS Overview & Report Writing	Harriman, TN
Wednesday, November 27 th	RAC Orientation/Crimelnsight	TBI Headquarters
Tuesday, December 10 rd	Introduction to Data Collection	TBI Headquarters
Wednesday, December 11 th	TnCOP Software	TBI Headquarters
Tuesday, December 17 th	RAC Orientation/Crimelnsight	TBI Headquarters
Thursday, December 19 th	TIBRS Review	TBI Headquarters



TIME IS RUNNING OUT!!

There are very few classes remaining in 2019. Classes are filling up fast, so if you haven't completed your annual training requirement, please contact us as soon as possible! **The Review class on Nov. 6 is already full!**

Remember, if you do not complete you annual training requirement, you agency will lose their TIBRS Certification!

Please contact Abby or Zack to be added to a roster. There are only TWO Review classes remaining! Harriman (Nov. 20) and Nashville (Dec. 19). Email is always the best way to contact us:

Abby.S.Claud@tn.gov or Zack.Frisbee@tn.gov.



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CJIS Support Center
901 R.S. Gass Blvd
Nashville, TN 37216
Fax 615-744-4555



CJIS DIVISION ASSISTANT DIRECTOR		
Pam Beck	(615) 744-4206	Pam.Beck@tn.gov
CJIS SUPERVISOR, TIBRS & N-DEx		
Dale King	(615) 744-4026	Dale.King@tn.gov
CJIS PROJECT MANAGER		
Susan Smithson	(615) 744-4020	Susan.Smithson@tn.gov
CJIS DATA ANALYSIS		
Steven Jancarek	(615) 744-4024	Steven.Jancarek@tn.gov
CJIS PUBLICATIONS		
VACANT		
CJIS DATA PROCESSING & SUBMISSIONS		
Ashley Anderson	(615) 744-4030	Ashley.Anderson@tn.gov
CJIS SUPPORT SPECIALISTS: AUDITING		
Debbie Lamb	(865) 549-7853	Debbie.Lamb@tn.gov
Thomas Huffman	(615) 744-4018	Thomas.Huffman@tn.gov
Randall Hendrix	(731) 984-6677	Randall.G.Hendrix@tn.gov
CJIS SUPPORT SPECIALISTS: TRAINING		
Zack Frisbee	(615) 744-4214	Zack.Frisbee@tn.gov
Abby Claud	(615) 744-4290	Abby.S.Claud@tn.gov

Debbie Lamb East Tennessee Auditor & Point of Contact	Thomas Huffman Middle Tennessee Auditor & Point of Contact	Randall Hendrix West Tennessee Auditor & Point of Contact
Debbie Lamb 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7853 FAX: (865) 549-7811 Debbie.Lamb@tn.gov	Thomas Huffman 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4018 FAX: (615) 744-4555 Thomas.Huffman@tn.gov	Randall Hendrix 121 Executive Drive Jackson, TN 38305 (731) 984-6677 FAX: (731) 668-9769 Randall.G.Hendrix@tn.gov



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East Tennessee - Debbie Lamb (865) 549-7853 Fax (865) 549-7811 1791 Neals Commerce Lane, Knoxville, TN 37914 Email: Debbie.Lamb@tn.gov						
Anderson	Claiborne	Hamblen	Knox	Morgan	Scott	Washington
Bledsoe	Cocke	Hamilton	Loudon	Overton	Sequatchie	
Blount	Cumberland	Hancock	Marion	Pickett	Sevier	
Bradley	Fentress	Hawkins	McMinn	Polk	Sullivan	
Campbell	Grainger	Jefferson	Meigs	Rhea	Unicoi	
Carter	Greene	Johnson	Monroe	Roane	Union	

Middle Tennessee - Thomas Huffman (615) 744-4018 FAX (615) 744-4555 901 R.S. Gass Boulevard, Nashville, TN 37216 Email: Thomas.Huffman@tn.gov			
Bedford	Grundy	Putnam	White
Cannon	Jackson	Robertson	Williamson
Cheatham	Lincoln	Rutherford	Wilson
Clay	Macon	Smith	
Coffee	Marshall	Sumner	
Davidson	Mauzy	Trousdale	
DeKalb	Moore	Van Buren	
Franklin	Morristown PD	Warren	

West Tennessee - Randall Hendrix (731) 984-6677 FAX (731) 668-9769 121 Executive Drive, Jackson, TN 38305 Email: Randall.G.Hendrix@tn.gov			
Benton	Gibson	Houston	Montgomery
Carroll	Giles	Humphreys	Obion
Chester	Hardeman	Lake	Perry
Crockett	Hardin	Lauderdale	Shelby
Decatur	Haywood	Lawrence	Stewart
Dickson	Henderson	Lewis	Tipton
Dyer	Henry	McNairy	Wayne
Fayette	Hickman	Madison	Weakley

TIBRS User Group Officers			
President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
Vice President	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Secretary/Treasurer	Samantha McClain	Knoxville Police Department	smcclain@knoxvilletn.gov
East Representative	Barbie Watson	Cleveland Police Department	bwatson@clevelandtn.gov
Middle East Representative	Misty Christensen	Lebanon Police Department	Christensenm@lebanontn.org
Middle West Representative	Paige Jackson	Waynesboro Police Department	pjackson@cityofwaynesboro.org
West Representative	Angela Smith	Memphis Police Department	Angela.smith@memphistn.gov
Colleges/Universities	Jennifer Mayberry	East Tennessee State University	mayberrj@etsu.edu

